

Town of Rowe – FY2013
Board of Selectmen – Meeting Minutes
Wednesday, June 12, 2013 – 3:00pm – Rowe Town Hall

Call to Order: The meeting was called to order by Chairman Wilson at 3:02pm.

Present: Chairman Marilyn Wilson, Vice Chairman Susan Gleason, Selectman Noel Abbott

Also Present: Town Coordinator Ellen Miller, Arlene Andognini, Paul McLatchy III, Jodi Brown, MaryAnn Dykeman, Betty Lenth, John Magnago, Gail May, Rosie Gordon, Ron Gordon and Susie Zavotka

Audience Participation: Chair Wilson passed out a document outlining ground rules for participation by the audience. Item 1 comes from MA general laws. Items 2-10 come from the Town of Readsboro.

Professional Minutes: Chair Wilson stated that guidelines from Roberts Rules of Order and other sources state that minutes should be a statement of fact and present information of what was done and what was said. There should not be any information that is judgmental.

HR Policy Manual: The Board reviewed a draft HR Policy Manual provided by Chair Wilson. Chair Wilson stated that with three new persons being hired in the near future that it is imperative that an HR Policy Manual be put in place.

Police Chief Interviews: The Select Board interviewed the following four (4) finalists for the Police Chief's position:

- 4:03pm: Paul Herbert, Shelburne Falls MA
- 4:32pm: Jim Hicks, Buckland MA
- 5:03pm: Diane Wilder, Buckland MA
- 5:27pm: Julie Shippee, Rowe MA

All candidates were thanked for attending the interviews. The decision on selecting the Police Chief was deferred to next week. A job description needs to be developed for the Police Chief's position.

Thank You: Planning Board member Jodi Brown read aloud a thank you to Ellen Miller for her assistance in mailing communications to all property owners in town concerning a public hearing to be held by the Planning Board. The Planning Board asked for Ms. Miller's help at the last minute. Had Ms. Miller not assisted the Planning Board would have had to cancel the hearing.

Treasurer's Resignation: Chair Wilson reported that Treasurer Donna Flagg has submitted her resignation from the Treasurer's position. The treasury work is conflicting with their family's private business. Ms. Flagg has offered to stay on through August 30th. An interim or temporary treasurer will need to be appointed from now up to the Annual Town Election in May 2014.

Building Inspection Services: Chair Wilson spoke with Shawn Kimberly of Colrain. He cannot take on the position of Building Inspector for the Town of Rowe as he is too busy. She has a call in to another individual and is waiting for a call back. Ms. Miller will get copies of the current FCCIP contract for the board members.

Year End Accounts: The Select Board voted unanimously (3/0/0) to approved a Municipal Relief Transfer in the amount of \$50, transferring the funds from DPW Operations to the new DPW Truck account. Ms. Miller was unanimously (3/0/0) given permission to submit a Reserve

Fund Transfer Request to the Finance Committee for \$2,000 for the Administrative Assistant Wage account.

Special Election Warrant: The Select Board voted unanimously (3/0/0) to approve the June 30th Special State Election Warrant.

c. 90 Funds: The Town of Rowe will be receiving \$110,219 in c.90 funds for FY2014.

STAM Annual Meeting: Ms. Miller will be out of the office tomorrow to attend the Annual Meeting of the Small Town Administrators organization.


Continue Meeting: The Select Board will post a meeting for Monday, June 17th at 3:00pm to cover the remaining items on this evening's agenda.

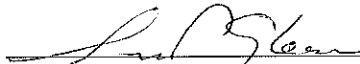
Adjournment: The Select Board voted unanimously (3/0/0) to adjourn the meeting at 6:13pm.

Respectfully submitted,

Ellen B. Miller, Town Coordinator

Approved:


Marilyn Wilson, Chairman


Susan P. Gleason, Vice Chairman

JULY 17, 2013

Date Approved

Noel Abbott, Selectman

Documents:

- Agenda
- Ground Rules for Audience Participation
- Jodi Brown thank you to Ellen Miller
- MRT #FY2013-04 - \$50 DPW Truck
- RFT #FY2013-05 - \$2,000 Admin Asst wages
- June 30th Special Election Warrant
- Notice re c.90 funds for FY2014